

Date: January 4, 2016
To: All Contractors, Subcontractors, Suppliers and Consultants
From: Chris Hassler, NDOR Civil Rights Office

Subject: E.E.O. CONTRACTOR SELF-ANALYSIS FORM for 2016

All contractors, subcontractors, suppliers, and consultants who participate in NDOR projects (State and/or Federal funded) must submit a Self-Analysis Form annually during the month of January. Forms submitted in 2016 will be valid through January 31, 2017.

The 2016 Self-Analysis Forms must be received by January 31, 2016.

The U.S. Department of Transportation requires NDOR to obtain every firm's Average Annual Gross Receipts and the year the firm was established. This information must be provided in Section 1 of the Self-Analysis Form or the form will not be accepted.

Any contractor, subcontractor, supplier or consultant who does not have a current Self-Analysis Form on file and begins work on any NDOR project must complete and submit a Self-Analysis Form within five (5) days. Prime contractors must ensure that all of their subcontractors and suppliers file their 2016 Self-Analysis Forms with NDOR.

PLEASE READ THE FOLLOWING BEFORE COMPLETING THE FORM.

The Self-Analysis Form currently on the NDOR website must be used. Previous versions are obsolete

Section 1 must be completed by all firms (including Average Annual Gross Receipts).

If a firm submitted a Self-Analysis Form to NDOR for 2015, and there have been no changes in the firm's E.E.O. or Affirmative Action procedures or personnel, it is not necessary to complete Sections 2 through 22. Just sign Page 2 and return both pages.

If you're not sure your firm submitted a Self-Analysis Form for 2015, you should complete the entire form for 2016. If there were any changes in your firm's E.E.O. or Affirmative Action procedures or personnel in 2015, you must complete the entire form for 2016.

Mail or email completed Contractor Self-Analysis Forms (by January 31, 2016) to:

NDOR Civil Rights Office
ATTN: Chris Hassler
P.O. Box 94759
Lincoln, NE 68509-4759

EMAIL: christopher.hassler@nebraska.gov

If you have any questions, call Chris Hassler at 402-479-3553.